

# ***Pay Pool Administrator Advisory***

**2015-11**

**Issue Date: December 17, 2015**

**Topic:** Locality Area Field Updated in CAS2Net

**Discussion:** In anticipation of the OPM release of the new pay tables and 2016 definitions of locality pay area, SRA has updated the locality area field in CAS2Net records. Thirteen new locality pay areas are added for 2016, which means the actual CCPO Code has changed for some locations.

- a. If your pay pool has any changes, these are noted in a report posted in your pay pool notice area of CAS2NET of the form PPxxxx\_UpdatestoLocalityPayarea.csv.
- b. The change(s) made could cause you to receive an error message on affected records during your next upload from the CMS. However, when you do your subsequent roundtrip when final GPI is announced, the error message will disappear.
- c. Please ensure that any special action that you may have made in the CMS to the affected records (such as discretionary payments) are in your final spreadsheet.

**Action:** We will announce when OPM makes a final release of the pay tables. It will be necessary to complete a roundtrip to pick up the correct locality pay percentages and pay limits from CAS2Net.

You may certify a final upload after completing the roundtrip to capture the new locality rates.

**NOTES:** As a reminder, all AcqDemo pay pools must certify the final upload no later than close of business on Thursday, 31 December 2015.

SRA will turn on the Print Flag by individual pay pool once results have been checked with no errors. Otherwise, SRA will notify the pay pool of any errors found for correction. Once the Pay Pool Print Flag is turned on, pay pool administrators are free to set the flag that will allow supervisors to print their Final Appraisal Forms in CAS2Net.

Please refer to the *AcqDemo CCAS Process Cycle 2015 Closeout Checklist for Pay Pool Administrators* for additional information on end-of-cycle processes.